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M E M O R A N D U M

DIVISION OF SPECIAL EDUCATION

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September 2, 2005

**TO:** First Steps Special Instructors, Speech Language Pathologists & O&M Specialists

**FROM:** Katherine "Kate" Numerick

**RE:** Ongoing Missouri Teacher Certification

First Steps providers are required to maintain licensure/certification appropriate to their provider type. In First Steps, Special Instructors, Speech Pathologists, and Orientation & Mobility Specialists can meet First Steps requirements through multiple avenues, one of which is by holding a Missouri professional teaching certificate in Early Childhood or Early Childhood Special Education, Speech and Language Pathology, or Blind/Partially Sighted, respectively.

These certificates must be renewed at specific intervals by having completed particular requirements. More information can be found at <http://www.dese.mo.gov/divteachqual/teachcert/certclass.html>.

This memorandum details how these types of First Steps providers can document their First Steps work to meet ongoing Missouri teacher certification requirements.

The provision of special instruction, speech therapy and orientation and mobility services in First Steps is recognized as DESE-approved teaching experience. First Steps provider training requirements may be used to fulfill teacher certification requirements for a professional development plan and completion of the First Steps modules may be counted toward the professional development contact hours required for teacher certification renewal. Continued First Steps contractual service may be used to meet yearly performance-based teacher evaluation and the two-year mentoring requirements. Individuals also may use agency evaluations and mentoring to fulfill these requirements.

Individuals completing the Application for Missouri Teacher Certificate Upgrade or Extension who need the Division of Special Education to complete Section II may send the form with Section I completed to:

Data Specialist  
Effective Practices, Division of Special Education  
PO Box 480  
Jefferson City, MO 65101

Please note that in the following situations, additional information is required to complete Section II. Specifically:

- **If you are an Initial PC or PCI holder**, submit documentation that you completed a beginning teacher assistance program through a Missouri college or university. Enclose your check or money order for the required fee made payable to Treasurer, State of Missouri.
- **If you have been a First Steps provider for less than 4 years** and are currently enrolled as a provider, provide documentation of other DESE-approved teaching experience so Section II E can be completed.

- **If you have been a First Steps provider for less than 6 months** and have not yet completed all modules required for your provider type, provide documentation of additional professional development activities up to the 30 hours required. First Steps modules 1-4 are equivalent to 8 contact hours each.
- **If you are applying for high quality Career CPC classification**, provide an original transcript verifying conferment of a Master's Degree and/or documentation of National Board Certification. These must be provided if you want the Division of Special Education to complete this portion of the application, as we do not have access to Educator Certification files.

**Your completed form will be forwarded to DESE Educator Certification on your behalf. Allow 10-15 business days plus mailing time for completion.**